



CANNON BUILDING  
861 SILVER LAKE BLVD., SUITE 203  
DOVER, DELAWARE 19904-2467

STATE OF DELAWARE  
DEPARTMENT OF STATE  
DIVISION OF PROFESSIONAL REGULATION

TELEPHONE: (302) 744-4500  
FAX: (302) 739-2711  
WEBSITE: WWW.DPR.DELAWARE.GOV

**REAL ESTATE COMMISSION**  
**REAL ESTATE EDUCATIONAL COURSE/PROVIDER APPLICATION**

This application constitutes a request for approval of an organized educational activity that is intended to fulfill the requirements for obtaining and maintaining a real estate license in the State of Delaware. Answer all questions in this application. The information contained in (and provided with) this application may form the sole basis on which the request is approved or disapproved. Any request that is incomplete when filed shall not be considered to have been filed. This request for approval shall be submitted sixty (60) days prior to the date that the activity is expected to be held. Failure to file within the specified time limit may be cause for rejection. There is no retroactive approval process. Send the original completed application, appropriate supporting documentation and required fee (see [www.dpr.delaware.gov](http://www.dpr.delaware.gov) – click on Real Estate and then on Fee Schedule) to the Delaware Real Estate Commission, Education Committee, at the address above.

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PROVIDER NAME \_\_\_\_\_ DATE \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_ PHONE \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

CLASSROOM LOCATION(S) \_\_\_\_\_

If this application is for a prelicensing course approval, attach a copy of the current school certification issued by the Delaware Department of Education. If application is for distance education, attach a copy of the current ARELLO certification.

CITY, STATE, ZIP \_\_\_\_\_

OFFICIAL REPRESENTATIVE NAME \_\_\_\_\_ PHONE \_\_\_\_\_

TITLE \_\_\_\_\_ E-MAIL \_\_\_\_\_

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APPLICATION FOR (check one):

☐ Pre-Licensing Course ☐ Broker's Licensing Course ☐ Continuing Education

If applying for a Continuing Education Course, check the eligible topic area below:

- ☐ Federal, State or Local Legislative Issues (Legislative Update)
- ☐ Fair Housing Law
- ☐ Anti-Trust Law
- ☐ Real Estate Ethics or Professional Standards
- ☐ Agency Relationships and Responsibilities
- ☐ Professional Enhancement for Practicing Licensees
- ☐ Mandatory Continuing Education Course per Delaware Real Estate Commission
- ☐ Property Management Course

TITLE OF COURSE \_\_\_\_\_

NUMBER OF CREDIT HOURS REQUESTED \_\_\_\_\_

**\*\*\*\*\*AN ACCREDITABLE HOUR IS DEFINED AS ATTENDANCE FOR A MINIMUM OF 50 MINUTES. IN NO EVENT SHALL THE CREDIT HOURS EXCEED CLOCK HOURS. PARTIAL CREDIT HOURS ARE NOT GIVEN.**

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GENERAL INFORMATION REQUIREMENTS:

1. **Attach a complete, detailed outline** (lesson plan & typical timetable, e.g. 9:00 - 9:50 math, 9:50 - 10:00 break, 10:00 - 10:50 ethics, etc.) of the offering. If requesting approval of a prelicensing/broker course, attach a copy of current school certification issued by the Delaware Department of Education. If approval is for distance education, include a copy of the current ARELLO certification.
2. When approved, the provider must notify the Commission of its intent to hold an approved educational activity at least seven (7) days in advance of the start of such activity, supplying such information as stipulated in the *Guidelines for Education Requirements*.
3. Provide a course monitor as described in the *Guidelines for Education Requirements*.
4. Supply to the student, upon successful completion of the course, a certificate containing the minimum information as stipulated in the *Guidelines for Education Requirements*.
5. Within fifteen (15) days of completing the activity, provide a list of participants, and the original course/instructor evaluation forms and summary to the Commission Office. Failure of the organization to provide this information will automatically suspend the approval of that course or educational activity.

MEMBERS OF THE REAL ESTATE COMMISSION OR EDUCATION COMMITTEE AND/OR THEIR OFFICIAL REPRESENTATIVES SHALL HAVE THE RIGHT TO MONITOR ANY APPROVED COURSE WITHOUT NOTICE.